

Sponsorships and Donations



2019

1. What is covered by this 'Group Procedure'?

1.1

This 'Group Procedure' sets out QinetiQ's approach to sponsorship, and charitable donations.

2. Sponsorship

2.1

Sponsorship is a contribution in money or in kind, given to a third party to hold an event, provide a service, or undertake an activity which enhances the profile of QinetiQ to a specific audience. We will sponsor initiatives that build brand recognition and promote QinetiQ as a socially responsible business.

Our efforts will be focused on promoting:

- our technology leadership;
- skills important to our business;
- our commitment to the Armed Forces Covenant including veterans and their families.

2.2

All sponsorship requests are subject to the approval of the Group Sponsorship Board.

3. Charitable donations

3.1

Charitable donations are voluntary gifts such as money, or services or ideas, made to a worthwhile cause. We provide support for our formal corporate charity partners, our formally selected number of local site charities where they are important to the community of a QinetiQ site, and very occasionally other charitable donations outside of these chosen charities with approval from the Group Director of Corporate Responsibility.

3.2

Our strategic and local charity partnerships are carefully chosen and charity nominations are particularly encouraged where there is alignment with specific local needs or the nature of the charity has relevance to our business, for example in the areas of innovation, technology, and skills/education.

Any charities we make a donation to must meet the following criteria as a minimum:

- A registered charity with The Charity Commission in the UK, or an equivalent formal national register of charities in a country where we operate
- Must not be political or religious
- Will accept money from a defence company
- We will avoid and mitigate reputational risk if adverse media coverage is found during due diligence
- Avoid any personal conflict of interest by declaring personal connections with the charity

3.3

The Group Corporate Responsibility Team provide matched funding (up to a cap of £300 per application per individual fundraiser, or up to £500 for a group of fundraisers) to support employee fundraising towards our three UK corporate charities (Combat Stress, British Heart Foundation and the Alzheimer's Society/Alzheimer Scotland). Please seek advice from the Group Corporate Responsibility Team and local leadership teams for our International Business.

3.4

We also provide payroll giving for any registered charity as part of our UK employee benefits package.

3.5

Requests for donations to charitable causes other than those formally selected corporate or site charities will be by exception and subject to the approval of the Group Director of Corporate Responsibility.

4. Responsibilities

4.1

We have a Group Sponsorship Board who are responsible for the approval of all sponsorship requests. Membership includes representatives from International, the Strategic Engagement Team, Marketing & Communications, Procurement, Human Resources and Corporate Responsibility. Commitments not agreed will not be funded.

4.2

We must ensure any charitable donations are appropriate, publicly reported and consistent with our brand values. All charitable giving or other community investment from the business must be reviewed and approved by the Group Director of Corporate Responsibility.

5. Due Diligence

5.1

Prior to charitable donations or sponsorship payments being made the charity will be subject to due diligence to ensure that the funding is for a legitimate charitable purpose.

6. Pro-bono support

6.1

Opportunities may arise where we are able to provide pro-bono or /in kind support (our time, expertise and facilities) as an alternative to providing funding to achieve the same aims as sponsorship.

The following approach must be followed:

- The work should be based on our professional skills so we are playing to our strengths;
- We should ensure risk is managed effectively – ethics, safety, security, COI;
- The work must be conducted as for a paying customer – to achieve the same high standards and meet promised deadlines;
- Using company time or facilities requires local management approval and the support of the Group Sponsorship Board (to help advise if the benefit is worth the cost involved);
- It should not conflict with customer deliverables.

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